



The City and County of Honolulu is staffed by over 8,500 members in twenty-six departments and agencies representing a diverse and talented workforce. We are dedicated to excellence in public service, and welcome you to join us and discover why the City can offer you a long-term career with opportunities for challenge, growth and development.

We have an excellent opportunity for a Tax Administrator to lead our Transient Accommodations Tax (TAT) team, under the Treasury Division of the Budget and Fiscal Services Department.

Under the general direction of the Chief of Treasury, this position serves as the principal for managing and administering the Transient Accommodations Tax (TAT) and the Time Share Occupancy Tax (TOT) revenue collections program, in the Treasury Division of the Budget and Fiscal Services Department. This position is responsible for the overall administration, planning, organizing, and accounting for **the accurate and timely processing of TAT and TOT transactions.**

As the public facing expert, the Administrator is responsible for addressing complex technical issues concerning TAT laws and filing requirements. The Administrator leads the development and implementation of policies and procedures to provide excellent service to taxpayers in their efforts to comply with the TAT/TOT laws, rules and regulations. Of utmost importance is ensuring the accuracy and timeliness of filing and payment requirements through establishing proper collection and enforcement procedures.

The Administrator is primarily responsible for the following:

- Implementation and ongoing requirements of a TAT vendor software system
- Reviews operational competency, problem solves, and directs processes and procedural improvements needed to provide excellent service and technical expertise to taxpayers. As the TAT technical expert, responds to highly complex taxpayer inquiries, analyzes taxpayers' questions, researches and interprets the law based on established policies
- Oversees the balancing and reconciling of reports from the accounting systems
- Oversees all fiscal activities relating to the TAT section, including the supervision of tax collections, bank deposits and properly accounting for tax revenue payments
- Manages all personnel in the TAT section including recruiting new hires, training and development of team members
- Coordinates with the State Department of Taxation in conducting audits and investigations to enforce the tax provisions relating to criminal tax penalties described in Chapter 231, Hawaii Revised Statutes to encourage and achieve directly or indirectly, voluntary compliance. Enforces collection of delinquent taxes by appropriate collection procedures.
- Performs other related duties as assigned.

Qualification requirements include a Bachelor's degree in Accounting, strong accounting and financial expertise with a minimum of 7 years of progressive experience, 3 of which are in a supervisory capacity, and 4 years of experience in implementing and leading a comparable tax revenue collections program.

In addition to providing important services to the public, employment with the City & County of Honolulu has many **excellent benefits**.

Please apply immediately by submitting your cover letter and resume to BFSPersonnel@honolulu.gov for this exciting opportunity to join our team!